



509 North Main
Maryville, MO
64468-1610

Phone: (660) 582.5281
Fax: (660) 582.2411

Maryville Public Library Policy

Section C: PERSONNEL

Subject 200.1: Tuition Reimbursement Policy ,
Page 1 of 2

Adopted: 2018

Tuition Reimbursement Policy

The Maryville Public Library is committed to assisting employees in personal and professional growth by providing opportunities for continuing their education while employed by the Library. Due to budget restraints, tuition reimbursement is limited to full-time personnel. The employee must have completed six (6) months of full-time employment at the time of reimbursement.

In addition, the following limits and rules shall apply:

Master's in Library/Information Science, or other pre-approved master's degree program. Bachelor's degree from an accredited institution of higher learning.	50% reimbursement (tuition only) <u>Minimum grade requirements to qualify for reimbursement:</u> B, or if no grade given, "Satisfactory"	<u>Semester maximum (per person):</u> \$800, up to three courses per semester <u>Annual maximum (per person):</u> \$1,600, Up to eight courses per year	<u>Total grant maximum (per person):</u> \$7,500	<u>Maximum length of grant:</u> 6 years. Approval required for each semester. This grant program is subject to budget approval each year.
---	--	--	---	--

A canceled check or receipt to verify payment of tuition must be submitted with the request for reimbursement. Eligibility of specific courses for reimbursement must be pre-approved by the Library Director. Reimbursement payments will be payable within six months after completion of the course with a grade of A or B.

Courses approved for reimbursement must be related to the employee's present job or be required for a degree or certificate to enhance the employee's value to the Library.

Reimbursement will not be made for any portion of the student's tuition already covered by Pell Grants, veteran's assistance, scholarships, or other assistance programs. However, those programs may be used in conjunction with this grant.

Employees benefitting from this grant must agree to work for Maryville Public Library half the total number of months needed to complete the degree (up to a maximum of three years) after the completion of all coursework, or repay the full amount granted. If the employee is fired for cause before the commitment is met, the employee must repay all reimbursement payments from this grant within six months of termination.

Employees benefitting from this grant may be required to facilitate or conduct in-house training activities relative to the needs of Maryville Public Library.

The Maryville Public Library does not by this policy or any other rule, policy or procedure, grant to any employee the absolute right to attend any specific class offered by any specific learning institution, at any specific time. The Library's service obligation is always a first priority in any scheduling decision.